

IEEE Newfoundland and Labrador Section

Executive Meeting

Friday, February 1st, 2008

In Attendance: Kathleen Chafe, Lori Hogan, Octavia Dobre, Cheng Li, Dennis Peters, Geoff Holden, Gerard Dunphy, Paul Thorburn, Stephen Smith, Susan Ryan (Student Rep.), Robert Cove (Student Rep.)

Absent: John Pitt, Eric Gill, Brian Kidney, Mike Janes

Location: Engineering Lunch Room, MUN

Open Action Items

Action: Lori to order Spectrum subscriptions for science fair winners.

Action: Dennis to get five parking permits for lot 16A for meeting use.

Action: Dennis to distribute Chartwells pamphlet to executive.

Action: Kathleen and Dennis to further investigate best way to get Spectrum into high school.

Action: Kathleen agreed to prepare a template that can be used for future funding requests.

Action: Student Reps to ask for volunteers to man the booth.

Action: All members to come up with ideas that could act as project competition.

Action: Tour to be scheduled by Paul Thorburn.

Action: Promote NECEC attendees to revise / supplement papers for presentation at CCECE. Need to investigate that this does not conflict with any policies.

1. Review of Minutes from November 25th , 2007

Minutes were reviewed and accepted.

2. Business Arising from Minutes

Action: Lori to order Spectrum subscriptions for science fair winners.

Open.

Action: Dennis to acquire more parking permits for IEEE use.

Open.

Action: Dennis to distribute Chartwells pamphlet to executive.

Open.

Action: Kathleen and Dennis to further investigate best way to get Spectrum into high school.

Open.

Action: Kathleen agreed to prepare a template that can be used for future funding requests.

Open.

3. New Business

3 i. National Engineering Week

National Engineering Week is the first week of March. There will be a booth to represent IEEE.

Action: Student Reps to ask for volunteers to man the booth.

Action: All members to come up with ideas that could act as project competition.

3 ii. IEEE Tour for winter 08

Executive team discussed various tour locations (Airport Control Tower, Ship Simulator @ Marine Institute, RAVEN, etc.) for next technical activity. Final choice was the Graphics Visualization Lab (MUN).

Action: Tour to be scheduled by Paul Thorburn.

3 iii. CCECE 2009

CCECE 2009 to be held in St. John's.

- Targeting 400 papers

Action: Promote NECEC attendees to revise / supplement papers for presentation at CCECE. Need to investigate that this does not conflict with any policies.

4. Reports

4 i. Treasurer

- There is currently \$XXk in the IEEE bank account.

4 ii. Student Activities

- Student Branch to help with National Engineering Week activities.

4 iii. Technical Activities

- L31s have been electronically filed for last executive meeting (by Lori Hogan).